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NO ACTION NECESSARY.

Executive Registry

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17 October 1949

Assistant Director for Collection & Dissemination

Management Officer

Survey of the Biographic Register, OGD.

1. The Management Survey has disclosed four major problems relating to the maintenance, indexing and satisfaction of requests for biographic data:

a. The mission of CIA, as an Agency, and more specifically of the Biographic Register, OGD, for centralized service on foreign biographic data of intelligence value has not been clearly defined and has not been realistically related to the budgetary and manpower resources of the Agency.

b. No body of evaluated data on foreign personalities exists.

c. The centralization of biographic data within one segment of CIA, namely the Biographic Register, has not been achieved.

d. The Biographic Register as presently constituted, is not capable of satisfactorily performing the mission envisaged for it because of:

(1) Its separation from the intelligence production activity.

(2) The shortage of qualified personnel.

2. Other program and procedural problems inherent to the internal operation of the Biographic Register have been identified and will become apparent in the recommendations listed in Paragraph 4.

3. The Management Staff recommends the following action to remedy the major problems set forth in Paragraph 1 above:

a. Clarification of the Agency mission in relationship to Agency capabilities through Coordinating Staff action suggested in Tab A.

b. Reassignment of the abstracting and coding functions for biographic data as set forth in Management Office memorandum to you dated 16 September 1949 and titled, "Agency Activities Relating to Abstracting and Coding of Intelligence Information".

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4. Recommendations for enhancing the present program and procedures of the Biographic Register follow:

a. The following projects not to be inaugurated until coordination is effected with the activities indicated:

(1) Survey of scientific manpower potential.- OSI

(2) Indexing and servicing files of diplomatic personnel.- State Department through Coordination, Operations and Policy Staff and approved by Director of Central Intelligence as being within the mission and capabilities of OCD.

(3) Publication of a manual or manuals of foreign personality biographic sketches. - ORE and OSI.

b. Limit participation in CIA intelligence issuances to assistance for intelligence producing components. (Survey action effected coordination between OCD and ORE to determine that unevaluated lists of Chinese Communists and their organization affiliates be submitted to ORE for necessary coordination and preparation as a CIA - Intelligence Memorandum.)

c. Request Liaison Branch to conduct an over-all survey of government agencies to locate files maintained on foreign personalities.

d. Discontinue preparation of biographic reports, limiting service to recording of data in dossier in a form which will permit facsimile reproduction of such dossier data and to furnishing machine listings. Refer requests for biographic reports and summaries to the production offices.

e. Coordinate the information contained in the scientific organization dossier file and in that of the index file. Presently, two separate analyses are contained in those two files.

f. Utilize the document receipt form (No. 36-16A) or a simple form letter for transmittal of requested data.

g. Code clerks indicate succeeding pages in periodicals which contain names to be punched into No. 2 file, to relieve puncher from leafing through the publication. (Implemented during course of the survey.)

h. Assemble work into small batches to permit a continuous flow through the various analysis, coding and machine operations. Presently, a day's work comprises a work unit at each stage.

i. Simplify the master file operation and the contents of the master file dossiers:

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- (1) Organize master file within geographic area.
 - (2) Consolidate like materials containing one reference page into one folder.
 - (3) Combine the dossier and who's who file by utilization of a tab card in the same manner as the McDev Card is now used and in the case of folder dossiers have one tab card with who's who information and containing a reference to the folder. This will lead to discontinuance of the McDev Card.
 - (4) Prepare the abstracts for the dossiers in such form that they can be transmitted to the requester, in existing format, by reproduction processes.
 - (5) Discontinue filing of intelligence information documents containing name references, but instead utilize library files.
- j. Simplify the index tab card files integrating into one file (using present No. 2 file format) the cards showing State Department holdings the No. 1 file, and the No. 2 file.
- k. Gang punch all names into the several tab cards prepared from each code sheet. (Implemented during the survey, with a saving in punching of one 80-column tab card per name processed.)
- l. Investigate the availability of easily-handled binders for machine listing. (Being done by Chief, Index Division.)
- m. Simplify the administrative control procedures on incoming documents by use of a manual control with one sorting of documents and the control reference being by document source number only.
- n. Simplify request procedure to allow request form to follow action until completion in lieu of request folder with transcribed information by control clerk. Request forms to be filed by month in one folder when completed. (BR concurs.)
- o. Simplify the reporting statistics maintained in the Register by use of manual techniques and by elimination and combination of reports. Approximately three days of machine time is presently used each month to prepare the statistical reports.
- p. Discontinue utilization of machine for other administrative tasks such as time and leave, thus freeing the machines for the intelligence workload.

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Chief, Coordination, Operations and Policy Staff
TRNU: Executive
Management Officer

17 October 1949

Request for Interpretation and Clarification of NSCID No. 8, and other
Biographic Data Functions and Responsibilities.

1. In order to provide a revised, clearly defined mission and statement of functions, for the processing and indexing of biographic data, capable of performance within budgetary and personnel limitations, it is requested that a determination be made as to the extent of both CIA and IAC agencies' participation in this field.

2. Attached (Tab 1) are comments from Dr. L. H. Hafstad, Executive Secretary of the Research and Development Board, which clearly indicate questions arising out of NSCID No. 8, and are so worded to reflect problems of this office in the determination of functional responsibilities for the processing and indexing of biographic data.

3. Attached for your consideration are specific comments and a suggested statement of Agency responsibilities for the handling of biographic data (Tab 2) intended for CIA and IAC agencies' comment and concurrence.

2 Attach.
Tabs 1 and 2.

CONCURRENCE:

I (do not) concur

Asst. Director for Collection & Dissemination (Date)

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